

AD-A281 709



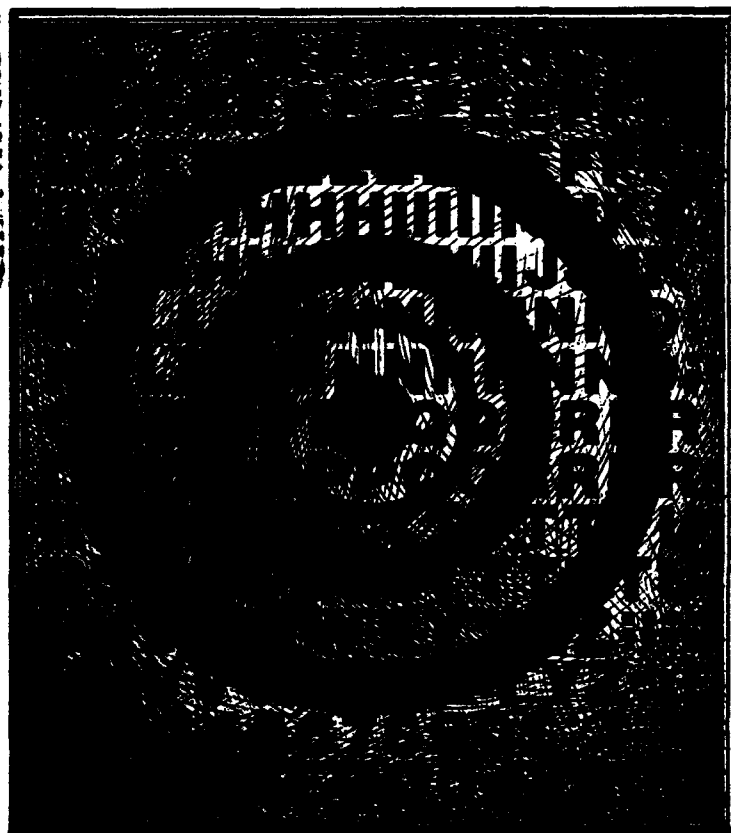
U.S. ARMY WAR COLLEGE LIBRARY

# COMMUNICATIVE ARTS

READING • WRITING • LISTENING • SPEAKING

DTIC  
ELECTE  
JUL 18 1994

F



This document has been approved  
for public release and sale; its  
distribution is unlimited.

## A SELECTED BIBLIOGRAPHY

94-22402



June 1994

94 7 15 041

DTIC QUALITY INSPECTED 1

## PREFACE

The U.S. Army War College Library presents Communicative Arts: A Selected Bibliography, now in its eighth revised edition, as an invitation for you to enjoy the wealth of resources available in our library that will help you improve your ability to communicate.

Like the earlier versions, this annual bibliography continues to list references for materials that will provide skills, techniques, and approaches you may need to effectively express your ideas.

The bibliography is divided into four categories that reflect the major communication behaviors: reading, writing, listening, and speaking. *Although we urge you to take advantage of the entire bibliography, notice that we have highlighted a few entries under each category so that you can quickly focus on the area you would most like to strengthen.* Designed specifically for self-instruction, these materials will help you develop your communicative skills at your own pace.

All the items included in this bibliography are readily available in the U.S. Army War College Library. For your convenience, we have added our call numbers at the end of each entry (keep in mind that call numbers may vary from library to library).

For additional information, please contact the Research and Information Services Branch, U.S. Army War College Library by sending an e-mail message to [awcsl@carlisle-emh2.army.mil](mailto:awcsl@carlisle-emh2.army.mil), or by phoning DSN 242-4280 or Commercial (717) 245-4280.

Virginia C. Shope, compiler

Accession For	
NTIS CRA&I	<input checked="" type="checkbox"/>
DTIC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification	
By <i>perform 50</i>	
Distribution	
Availability	
Dist	A-1

# **COMMUNICATIVE ARTS**

## **A Selected Bibliography**

### **CONTENTS**

<b>Reading . . . . .</b>	<b>1</b>
<b>Writing . . . . .</b>	<b>3</b>
<b>Listening . . . . .</b>	<b>9</b>
<b>Speaking . . . . .</b>	<b>11</b>

## READING

- Acker, David D. Skill in Communication: A Vital Element in Effective Management. Fort Belvoir: Defense Systems Management College, 1990. Pp. 65-69: "Reading Skills." (HF5718 .A4 1990)
- Adler, Mortimer J. How to Read a Book: The Art of Getting a Liberal Education. New York: Simon and Schuster, 1940. 398pp. (PN83 .A3)
- Altick, Richard D. Preface to Critical Reading. 5th ed. New York: Holt, Rinehart, and Winston, 1969. 360pp. (PE1408 .A5 1969)
- Baker, William D. Reading Skills. New York: Prentice-Hall, 1953. 120pp. (LB1050 .B3)
- Baldrige, Kenneth P. Reading Speed and Strategy for the Business and Professional Man. Englewood Cliffs: Prentice-Hall, 1966. 228pp. (LB1050.5 .B3)
- Carter, Homer L.J., and McGinnis, Dorothy J. Effective Reading for College Students. New York: Dryden Press, 1957. 354pp. (LB2365 .R4C3)
- Deep, Sam, and Sussman, Lyle. Smart Moves. Reading, MA: Addison-Wesley, 1990. P. 211: "Six Ways to Spend Less Time Reading." (HF5549.5 .C6D37 1990)
- Evelyn Wood Reading Dynamics: For Speed, Comprehension, and Retention. Chicago: American Learning Corporation, 1988. Includes: 1 workbook and 6 audiocassettes. (CAS-SETTE LB1050.54 .W55 1988)*
- Gray, William S., and Rogers, Bernice. Maturity in Reading: Its Nature and Appraisal. Chicago: University of Chicago Press, 1956. 273pp. (LB1050 .G7)
- Heyel, Carl. Getting Results with Time Management. 2d ed., rev. by David V. Lewis. New York: American Management Association, Extension Institute, 1979. Pp. 77-86: "Improving Reading Speed and Comprehension." (HF5549.5 .T5H49 1979)
- How to Teach Students to Listen and Read Well. Presented by Richard W. Paul. Santa Rosa: Foundation for Critical Thinking, 1993. 1 videocassette, 56 minutes. (VIDEO LB1025.2 .H6 no.2)
- Judson, Horace. The Techniques of Reading: An Integrated Program for Improved Comprehension and Speed. New York: Harcourt, Brace, 1954. 406pp. (LB1573 .J8)
- Kesselman-Turkel, Judi, and Peterson, Franklynn. Research Shortcuts. Chicago: Contemporary Books, 1982. Pp. 77-78: "Skim for Your Answers." (LB2369 .K45 1982)
- Leedy, Paul D. Reading Improvement for Adults. New York: McGraw-Hill, 1956. 456pp. (LB1050 .L4)
- Lewis, Norman. How to Get More Out of Your Reading. Garden City: Doubleday, 1951. 425pp. (BF456 .R2L48)

Lewis, Norman. How to Read Better and Faster. 3d ed., completely rev. New York: Crowell, 1958. 398pp. (PN83 .L4 1958)

Miller, Lyle L. Maintaining Reading Efficiency. Rev. ed. Laramie: Developmental Reading, 1966. 395pp. (LB2395 .M5)

Rapid Comprehension through Effective Reading, by Russell G. Stauffer and Jean H. Berg. Mount Laurel: Learn Inc., 1976. Includes: 4 audiocassettes, 3 workbooks, and 5 paperback practice books. (KIT LB1050.54 .S72)

Reading Laboratory, Inc. Double Your Reading Speed. Greenwich: Fawcett, 1964. 176pp. (LB1050.5 .R4)

Shefter, Harry. Faster Reading Self-Taught. New York: Pocket Books, 1958. 386pp. (LB1050.5 .S45)

Smith, Nila B. Read Faster, and Get More from Your Reading. Englewood Cliffs: Prentice-Hall, 1958. 393pp. (LB1050.5 .S5)

Spache, George D., and Berg, Paul C. Faster Reading for Business. New York: Crowell, 1958. 298pp. (LB1050.5 .S6)

*Speed Reading. Developed by Steve Moidel. Boulder: CareerTrack, 1990. Includes: 1 audiocassette, 1 workbook, and 2 videocassettes, 177 minutes. (VIDEO LB1050.54 .M53 1990)*

*Speed Reading, by Steve Moidel. Boulder: CareerTrack, 1990. Includes: 1 study guide and 6 audiocassettes. (CASSETTE LB1050.54 .M53 1990)*

Squire, James R., ed. Writing. Bloomington, IN: Phi Delta Kappa, Center on Evaluation, Development, and Research, 1987. Pp. 121-174: "Writing to Reinforce Reading Comprehension." (LB1575.8 .W741 1987)

Stroud, James B.; Ammons, Robert B.; and Bamman, Henry A. Improving Reading Ability: A Manual for College Students. 2d ed. New York: Appleton-Century-Crofts, 1956. 188pp. (LB2365 .R4S8)

*Time-Life Video Speed Reading System. Conducted by Dick Cavett. New York: 1972. Includes: 8 videocassettes, 30 minutes each. (VIDEO LB1050.5 .S651 1972)*

Wainwright, Gordon R., comp. Towards Efficiency in Reading: Ten Passages for Practice in Faster and More Efficient Reading for Students and Adults. London: Cambridge University Press, 1968. 102pp. (LB1050.5 .W3)

Witty, Paul A. How to Become a Better Reader. Chicago: Science Research Associates, 1953. 304pp. (LB1050 .W4)

## WRITING

Acker, David D. Skill in Communication: A Vital Element in Effective Management. Fort Belvoir: Defense Systems Management College, 1990. Pp. 19-26: "Writing Skills." (HF5718 .A4 1990)

Bailey, Edward P., Jr. The Plain English Approach to Business Writing. New York: Oxford University Press, 1990. 120pp. (HF5718.3 .B35 1990)

Barzun, Jacques, and Graff, Henry F. The Modern Researcher. 5th ed. San Diego: Harcourt Brace Jovanovich, 1992. Pp. 199-390: "Part II: Writing, Speaking, and Publishing." (D13 .B334 1992)

Bates, Jefferson D. Writing with Precision: How to Write So That You Cannot Possibly Be Misunderstood. 6th ed., completely rev. & updated. Reston: Acropolis Books, 1993. 285pp. (PE1479 .B87B37 1993)

Berner, R. Thomas. "Good Writing: Clear, Concise, Interesting, Logical--And Hard Work." Armed Forces Comptroller, Vol. 25, November 1980, pp. 22-25. (Periodical)

Berry, Ralph. How to Write a Research Paper. 2d ed. New York: Pergamon Press, 1986. 116pp. (LB2369 .B38 1986)

Booher, Dianna D. Good Grief, Good Grammar. New York: Facts on File, 1988. 238pp. (PE1115 .B63 1988)

Booher, Dianna D. Would You Put That in Writing? How to Write Your Way to Success in Business. Rev. ed. New York: Facts on File, 1992. 147pp. (HF5718.3 .B66 1992)

Brennan, Lawrence D.; Strand, Stanley; and Gruber, Edward C. Resumes for Better Jobs. 5th ed. New York: Prentice Hall, 1991. 219pp. (HF5383 .B68 1991)

Brohaugh, William. Write Tight: How to Keep Your Prose Sharp, Focused and Concise. Cincinnati: Writer's Digest Books, 1993. 195pp. (PN151 .B78 1993)

Burack, Sylvia K., ed. The Writer's Handbook. Boston: Writer, 1994. 890pp. (PN137 .W7 1994)

Business Writing Skills. Debra Smith, instructor. Boulder: CareerTrack, 1989. Includes: 1 workbook and 2 videocassettes, 170 minutes. (VIDEO HF5721 .S53 1989)

Business Writing Skills, by Debra Smith. Boulder: CareerTrack, 1988. Includes: 4 audiocassettes. (CASSETTE HF5721 .S53 1988)

Corbett, Edward P.J. The Little English Handbook: Choices and Conventions. 5th ed. Glenview: Scott, Foresman, 1987. 272pp. (REF PE1408 .C592 1987)

Crews, Frederick C. The Random House Handbook. 5th ed. New York: Random House, 1987. 630pp. (PE1408 .C715 1987)

Daiker, Donald A.; Kerek, Andrew; and Morenberg, Max. The Writer's Options: Combining to Composing. 2d ed. New York: Harper & Row, 1982. 388pp. (PE1408 .D13 1982)

Davidson, Wilma. "Beat Page Fright." Personnel Journal, Vol. 68, September 1989, pp. 36-38. (Periodical)

Deep, Sam, and Sussman, Lyle. Smart Moves. Reading, MA: Addison-Wesley, 1990. Pp. 54-70: "Write for Results." (HF5549.5 .C6D37 1990)

Dumaine, Deborah. Write to the Top: Writing for Corporate Success. New York: Random House, 1983. 140pp. (HF5718 .D84 1983)

Edgerton, Marie B., and Garland, Albert N. "Writing for Publication." Infantry, Vol. 73, September-October 1983, pp. 20-25. (Periodical)

Edwards, Owen. "Send Me a Memo--Or Better Yet, Don't." Across the Board, Vol. 29, November 1992, pp. 12-13. (Periodical)

Effective Writing for Executives. New York: Time Life Video, 1980. Includes: 1 trainer's manual and 6 videocassettes, 60 minutes each. (VIDEO PE1408 .E441 1980)

Einstein, Charles. How to Communicate: The Manning, Selvage & Lee Guide to Clear Writing and Speech. New York: McGraw-Hill, 1985. 116pp. (PE1628 .E35 1985)

Elbow, Peter. Writing with Power: Techniques for Mastering the Writing Process. New York: Oxford University Press, 1981. 384pp. (PE1408 .E39 1981)

Ellsworth, Blanche. English Simplified. 6th ed., rev. by John A. Higgins. New York: Harper & Row, 1990. 40pp. (PE1112 .E43 1990)

Executive Writing, Speaking, and Listening Skills, by Brook Taliaferro. New York: AMACOM, 1975. Includes: 6 audiocassettes and 1 workbook. (CASSETTE HF5718 .T3)

Ferrara, Cosmo F. "The Seven Deadly Sins of Business Writing." Government Executive, Vol. 23, December 1991, pp. 22-25. (Periodical)

Fielden, John S., and Dulek, Ronald E. "What Is Effective Business Writing?" Business Horizons, Vol. 30, May-June 1987, pp. 62-66. (Periodical)

Flesch, Rudolf F. The Art of Readable Writing. New York: Collier Books, 1962. 255pp. (PE1408 .F477 1962)

Flesch, Rudolf F., and Lass, A.H. A New Guide to Better Writing. New York: Warner Books, 1982. 302pp. (PE1112 .F57 1982)

Fowler, H. Ramsey, and Aaron, Jane E. The Little, Brown Handbook. 4th ed. Glenview: Scott, Foresman, 1989. 778pp. (REF PE1112 .F64 1989)

Fuller, Linda K, and Shilling, Lilless M. Communicating Comfortably: Your Guide to Overcoming Speaking and Writing Anxieties. Amherst: Human Resource Development Press, 1990. Part 2: "Your Guide to Overcoming Writing Anxieties," by Lilless M. Shilling. (PN4121 .F84 1990)

Green, George. Green Grammar: A Simple System for Writing Superior Sentences. Dubuque: Kendall/Hunt, 1981. 128pp. (PE1441 .G73 1981)

Gunther, Max. Writing the Modern Magazine Article. 4th ed., completely rev. Boston: Writer, 1982. 227pp. (PN147 .G8 1982)

Guth, Hans P. New English Handbook. 3d ed. Belmont: Wadsworth, 1990. 743pp. (PE1112 .G87 1990)

Hashimoto, Irvin Y.; Kroll, Barry M.; and Schafer, John C. Strategies for Academic Writing: A Guide for College Students. Ann Arbor: University of Michigan Press, 1982. 194pp. (LB2369 .H33)

Hodges, John C., et al. Harbrace College Handbook. 11th ed. San Diego: Harcourt Brace Jovanovich, 1990. 576pp. (PE1112 .H6 1990)

Holcombe, Marya W., and Stein, Judith K. Writing for Decision Makers: Memos and Reports with a Competitive Edge. Belmont, CA: Lifetime Learning, 1981. 260pp. (HF5719 .H64)

Hollis, Pat. "Common Sense Writing: The New Army Writing Style." Army Trainer, Vol. 6, Summer 1987, pp. 42-46. (Periodical)

Irmischer, William F. The Holt Guide to English: A Comprehensive Handbook of Rhetoric, Language, and Literature. 3d ed. New York: Holt, Rinehart and Winston, 1981. 554pp. (PE1408 .I67 1981)

Ivers, Mitchell. The Random House Guide to Good Writing. New York: Random House, 1991. 239pp. (PN151 .I94 1991)

Johnson, Edward D. The Handbook of Good English. Rev. and updated. New York: Facts on File, 1991. 427pp. (PE1112 .J54 1991)

Jones, Barbara S. Written Communication for Today's Manager. New York: Lebhar-Friedman Books, 1980. 160pp. (HF5718 .J58 1980)

Kaye, Sanford. Writing Under Pressure: The Quick Writing Process. New York: Oxford University Press, 1989. 190pp. (PN151 .K38 1989)

Keenan, John. Feel Free to Write: A Guide for Business and Professional People. New York: Wiley, 1982. 190pp. (HF5721 .K4 1982)



- Kinsella, Paul. The Techniques of Writing. 4th ed. San Diego: Harcourt Brace Jovanovich, 1985. 471pp. (PE1408 .K56T4 1985)
- Lanham, Richard A. Revising Business Prose. New York: Scribner, 1981. 98pp. (PE1421 .L29)
- Lanham, Richard A. Revising Prose. 2d ed. New York: Macmillan, 1987. 95pp. (PE1421 .L297 1987)
- Leggett, Glenn H.; Mead, C. David; and Kramer, Melinda G. Prentice Hall Handbook for Writers. 11th ed. Englewood Cliffs: Prentice Hall, 1991. 648pp. (PE1408 .L39 1991)
- McGuire, Peter J., and Putzell, Sara M. A Guide to Technical Writing. San Diego: Harcourt Brace Jovanovich, 1988. 415pp. (T11 .M364 1988)
- McIntosh, William A. Guide to Effective Military Writing: A Handbook for Getting Things Written Quickly, Correctly, and Easily. Harrisburg: Stackpole, 1986. 223pp. (UB163 .M36 1986)
- McTague, Michael. "How to Write Effective Reports and Proposals." Training & Development Journal, Vol. 42, November 1988, pp. 51-53. (Periodical)
- Maggio, Rosalie. How to Say It: Choice Words, Phrases, Sentences, and Paragraphs for Every Situation. Englewood Cliffs: Prentice Hall, 1990. 433pp. (PE1483 .M26 1990)
- Maidment, Robert. "Seven Steps to Better Reports." Management Solutions, Vol. 33, September 1988, pp. 31-34. (Periodical)
- Meyer, Herbert E., and Meyer, Jill M. How to Write. Washington: Storm King Press, 1986. 102pp. (PN193 .M48 1985)
- Middleman, Louis I. In Short: A Concise Guide to Good Writing. New York: St. Martin's Press, 1981. 111pp. (PE1408 .M54)
- Montag, William E. Best Resumes for \$75,000+ Executive Jobs. New York: Wiley, 1992. 247pp. (HF5383 .M59 1992)
- Murray, Donald M. Write to Learn. 2d ed. New York: Holt, Rinehart and Winston, 1987. 278pp. (PE1408 .M79 1987)
- Paxson, William C. The Business Writing Handbook: The Essential Guide to Written Communication for People in Business, Government, and the Professions. New York: Bantam, 1981. 274pp. (HF5726 .P38)
- Paxson, William C. The Mentor Guide to Writing Term Papers and Reports. New York: New American Library, 1988. 240pp. (PE1478 .P39 1988)

- Peterson, Franklynn, and Kesselman-Turkel, Judi. The Magazine Writer's Handbook. Englewood Cliffs: Prentice-Hall, 1982. 263pp. (PN147 .P46 1982)
- Pinckert, Robert C. Pinckert's Practical Grammar: A Lively, Unintimidating Guide to Usage, Punctuation, and Style. Cincinnati: Writer's Digest Books, 1986. 232pp. (PE1408 .P534 1986)
- Rasberry, Robert W., and Lemoine, Laura F. Effective Managerial Communication. Boston: Kent, 1986. Pp. 241-294: "Writing: A Skill of Lifetime Career Importance." (HD30.3 .R37 1986)
- Reinking, James A.; Hart, Jane E.; and Hart, Andrew W. Improving College Writing: A Book of Exercises. New York: St. Martin's Press, 1981. 459pp. (PE1413 .R44)*
- Riddlebarger, Samuel E. "Better Writing: A Heretic's View." Airpower Journal, Vol. 1, Winter 1987-1988, pp. 75-80. (Periodical)
- Roman, Kenneth, and Raphaelson, Joel. Writing That Works: How to Improve Your Memos, Letters, Reports, Speeches, Resumes, Plans, and Other Business Papers. 2d ed., rev., enl., and updated. New York: HarperPerennial, 1992. 149pp. (PE1479 .B87R65 1992)
- Rosenberg, Arthur D., and Hizer, David V. The Resume Handbook: How to Write Outstanding Resumes & Cover Letters for Every Situation. 2d ed., completely rev. Holbrook: Adams, 1990. 153pp. (HF5383 .R63 1990)
- Slatkin, Elizabeth. How to Write a Manual. Berkeley: Ten Speed Press, 1991. 128pp. (T11 .S55 1991)
- Smith, Frank E. "Does Your Writing Send the Wrong Signals?" Personnel Journal, Vol. 64, December 1985, pp. 28-30. (Periodical)
- Smith, Michael H. The Resume Writer's Handbook. 2d ed. New York: HarperPerennial, 1993. 208pp. (HF5383 .S63 1993)
- Staley, Hank. The New Tongue & Quill: Your Practical (and Humorous) Guide to Better Communication. Washington: Pergamon-Brassey's International Defense, 1990. Pp. 125-156: "The Quill." (PN187 .S67 1990)
- Straub, Joseph T. "Memos and Reports: Write Them Right the First Time." Supervisory Management, Vol. 36, July 1991, p. 6. (Periodical)
- Strunk, William, Jr., and White, E.B. The Elements of Style. 3d ed. New York: Macmillan, 1979. 92pp. (PE1421 .S8 1979)
- Todd, Greg. "Becoming a Better Military Writer." Airpower Journal, Vol. 6, Fall 1992, pp. 69-77. (Periodical)

Tresidder, Argus J. "The Common Errors." Marine Corps Gazette, Vol. 66, September 1982, pp. 55-60. (Periodical)

Tresidder, Argus J. "The Military Writer." Marine Corps Gazette, Vol. 65, July 1981, pp. 38-42. (Periodical)

Trimmer, Joseph F. Writing with a Purpose. 10th ed. Boston: Houghton Mifflin, 1992. 610pp. (PE1408 .M23 1992)

US Department of the Army. Pamphlet 600-67: Personnel--General: Effective Writing for Army Leaders. Washington: 2 June 1986. 12pp. (Mil. Pubs.)

Venolia, Jan. Rewrite Right! How to Revise Your Way to Better Writing. Berkeley: Ten Speed Press, 1987. 197pp. (PE1479 .B87V46 1987)

Walton, Donald. Are You Communicating? You Can't Manage Without It. New York: McGraw-Hill, 1989. Pp. 151-202: "Writing." (P90 .W24 1989)

Walvoord, Barbara F. Writing: Strategies for All Disciplines. Englewood Cliffs: Prentice-Hall, 1985. 466pp. (PE1408 .W313 1985)

Waterston, Elizabeth. Brush Up Your Basics: Clear Thinking, Clear Writing. Dubuque: Kendall/Hunt, 1981. 93pp. (PE1478 .W3 1981)

Williams, Joseph M. Style: Toward Clarity and Grace. Chicago: University of Chicago Press, 1990. 208pp. (PE1421 .W546 1990)

Winterowd, W. Ross. The Contemporary Writer: A Practical Rhetoric. 2d ed. New York: Harcourt Brace Jovanovich, 1981. 481pp. (PE1408 .W62 1981)

The Write Course. Dallas: Dallas County Community College District, 1984. Includes: 30 half-hour programs on 8 videocassettes. (VIDEO PE1408 .W74 1984)

"The Write Way to Write." Training & Development Journal, Vol. 44, September 1990, pp. 27-33. (Periodical)

Writing Improvement: US Air Force Effective Writing Course. Washington: US Department of the Air Force, 1980. Includes: AF Pamphlet 13-5 and 1 videocassette, 39 minutes. (PE1408 .U55, VIDEO PE1408 .U551)

Zinsser, William K. On Writing Well: An Informal Guide to Writing Nonfiction. 3d ed., rev. & enl. New York: Harper & Row, 1985. 246pp. (PE1429 .Z5 1985)

Zinsser, William K. Writing to Learn. New York: Harper & Row, 1988. 256pp. (PE1404 .Z56 1988)

Zinsser, William K. Writing with a Word Processor. New York: Harper & Row, 1983. 117pp. (PN171 .D37Z56 1983)

## LISTENING

Acker, David D. Skill in Communication: A Vital Element in Effective Management. Fort Belvoir: Defense Systems Management College, 1990. Pp. 57-62: "Listening Skills." (HF5718 .A4 1990)

Adler, Mortimer J. How to Speak, How to Listen. New York: Macmillan, 1983. 280pp. (P95 .A26 1983)

Are You Really Listening? Lake Orion, MI: Britannica, 1987. Includes: 1 guide and 1 videocassette, 15 minutes. (VIDEO HD30.3 .A62 1987)

Banville, Thomas G. How to Listen--How to Be Heard. Chicago: Nelson-Hall, 1978. 220pp. (BF323 .L5B3)

Barker, Larry L. Listening Behavior. Englewood Cliffs: Prentice-Hall, 1971. 154pp. (BF323 .L5B35)

Bolton, Robert. People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts. Englewood Cliffs: Prentice-Hall, 1979. Pp. 27-113: "Part Two: Listening Skills." (HM132 .B65)

Borisoff, Deborah, and Purdy, Michael, eds. Listening in Everyday Life: A Personal and Professional Approach. Lanham: University Press of America, 1991. 324pp. (P95.46 .L57 1991)

Burley-Allen, Madelyn. Listening: The Forgotten Skill. New York: Wiley, 1982. 153pp. (BF323 .L5B87 1982)

Covey, Stephen R. The Seven Habits of Highly Effective People. New York: Simon & Schuster, 1989. Pp. 239-243: "Empathic Listening." (BF637 .S8C681 1989)

Decker, Bert. You've Got to Be Believed to Be Heard. New York: St. Martin's Press, 1992. Pp. 189-205: "Opening the Gate." (P95 .D4 1992)

Deep, Sam, and Sussman, Lyle. Smart Moves. Reading, MA: Addison-Wesley, 1990. Pp. 7-9: "Eleven Advantages of Listening." Pp. 9-11: "Twelve Techniques to Improve Your Listening." (HF5549.5 .C6D37 1990)

Effective Listening, by Kevin J. Murphy. New York: Sound Ideas, 1988. 1 audiocassette. (CASSETTE BF323 .L3M87 1988)

Employee and Team Development. LaJolla: University Associates, 1969. Session 2 audiocassette: "Listening Lab." (CASSETTE HM133 .E455)

Executive Writing, Speaking, and Listening Skill, by Brook Taliaferro. New York: AMACOM, 1975. Includes: 6 audiocassettes and 1 workbook. (CASSETTE HF5718 .T3)

Flanagan, E.M., Jr. "Before the Battle--Listening: 'An Acquired Art'." Army, Vol. 43, August 1993, pp. 51-52. (Periodical)

Hamilton, Cynthia, and Kleiner, Brian H. "Steps to Better Listening." Personnel Journal, Vol. 66, February 1987, pp. 20-21. (Periodical)

How to Communicate Effectively: Listen Actively. Chicago: National Educational Media, 1990. 1 videocassette, 17 minutes. (VIDEO HD30.3 .H58 1990)

How to Listen Powerfully, with Ron Meiss. Boulder: CareerTrack, 1990. Includes: 1 workbook and 2 videocassettes, 164 minutes. (VIDEO BF323 .L5H58 1990)

How to Listen Powerfully: Reduce Misunderstandings, Sharpen Your Concentration, and Hear More of What People Are Saying, by Brian Battles. Boulder: CareerTrack, 1988. Includes: 4 audiocassettes. (CASSETTE BF323 .L5B37 1988)

How to Speak, How to Listen, by Mortimer J. Adler. Greenwich, CT: Listen USA!, 1984. 1 audiocassette. (CASSETTE P95 .A26 1984)

How to Teach Students to Listen and Read Well. Presented by Richard W. Paul. Santa Rosa: Foundation for Critical Thinking, 1993. 1 videocassette, 56 minutes. (VIDEO LB1025.2 .H6 no.2)

The Jones-Mohr Listening Test, by John E. Jones and Lawrence Mohr. LaJolla: University Associates, 1976. Includes: 1 audiocassette, 1 facilitator's guide, and 2 test forms. (CASSETTE BF323 .L5J64)

Kiechel, Walter, III. "Learn How to Listen." Fortune, Vol. 116, 17 August 1987, pp. 107-108. (Periodical)

Koile, Earl. Listening as a Way of Becoming. Waco: Calibre, 1977. 131pp. (BF323 .L5K64)

"Listen Your Way to Better Management." Quiz. Supervisory Management, Vol. 38, May 1993, pp. 7. (Periodical)

"Listening--More Than Just Hearing." Officers' Call, November-December 1990, pp. 10-11. (Periodical)

Niehouse, Oliver L. "Listening: The Other Half of Effective Communications." Management Solutions, Vol. 31, August 1986, pp. 26-29. (Periodical)

Powell, Jon T. "Stress Listening: Coping with Angry Confrontations." Personnel Journal, Vol. 65, May 1986, pp. 27-30. (Periodical)

The Power of Listening. Rev. ed. Carlsbad: CRM Films, 1988. Includes: 1 leader's guide and 1 videocassette, 20 minutes. (VIDEO BF323 .L5P58 1988)

Raspberry, Robert W., and Lemoine, Laura F. Effective Managerial Communication. Boston: Kent, 1986. Pp. 148-177: "Listening: Hearing and Understanding What Other People Say." (HD30.3 .R37 1986)

Rogers, Carl R., and Roethlisberger, F.J. "Barriers and Gateways to Communication." Harvard Business Review, Vol. 69, November-December 1991, pp. 105-111. (Periodical)

Schwartz, Andrew E. "The Importance of Listening: It Can't Be Stressed Enough...". Supervisory Management, Vol. 36, July 1991, p. 7. (Periodical)

Singer Management Institute. Managing for Productivity: How to Improve Listening Skills. Chicago: 1982. Includes: 40 slides, 2 audiocassettes, 16 transparencies, 2 posters, 1 trainer's guide, and 1 workbook. (KIT BF323 .L5M36)

Steil, Lyman K.; Barker, Larry L.; and Watson, Kittie W. Effective Listening: Key to Your Success. Reading, MA: Addison-Wesley, 1983. 155pp. (HD30.3 .S75 1983)

Swets, Paul W. The Art of Talking So That People Will Listen: Getting Through to Family, Friends, and Business Associates. A Fireside Book. New York: Simon & Schuster, 1992. Pp. 37-51: "Learn the Listening Art." (BF637 .C45S87 1983)

Verbal Communication: The Power of Words. Rev. ed. Carlsbad: CRM Films, 1992. Includes: 1 leader's guide and 1 videocassette, 29 minutes. (VIDEO P90 .V428 1992)

Walton, Donald. Are You Communicating? You Can't Manage Without It. New York: McGraw-Hill, 1989. Pp. 21-65: "Listening." (P90 .W24 1989)

What Customers Want. Santa Monica: Slenger Films, 1990. Includes: 1 leader's guide and 1 videocassette, 21 minutes. (VIDEO HF5415.5 .W31 1990)

## **SPEAKING**

Acker, David D. "Are You Ready to Make an Audio or Video Presentation?" Program Manager, Vol. 18, November-December 1989, pp. 16-19. (Periodical)

Acker, David D. Skill in Communication: A Vital Element in Effective Management. Fort Belvoir: Defense Systems Management College, 1990. Pp. 29-36: "Speaking Skills." (HF5718 .A4 1990)

Adler, Mortimer J. How to Speak, How to Listen. New York: Macmillan, 1983. 280pp. (P95 .A26 1983)

Ailes, Roger. You Are the Message: Secrets of the Master Communicators. Homewood: Dow Jones-Irwin, 1988. 185pp. (P95 .A35 1988)

Alexander, Roy. Power Speech: The Quickest Route to Business and Personal Success. New York: AMACOM, 1986. 230pp. (PN4121 .A45 1986)

Asman, David, and Meyerson, Adam, eds. The Wall Street Journal on Management: The Best of the Manager's Journal. Homewood: Dow Jones-Irwin, 1985. Pp. 24-26: "Public Speaking," by Ralph Proodian. (HD31 .W33 1985)

**Be Prepared to Speak: The Step-by-Step Video Guide to Public Speaking**. San Francisco: Kantola-Skeie Productions, 1985. Includes: 1 study guide and 1 videocassette, 27 minutes. (VIDEO PN4121 .B2 1985)

"Both Sides of the Platform." Training & Development, Vol. 46, November 1992, pp. 15-20. (Periodical)

Brown, Lillian. Your Public Best: The Complete Guide to Making Successful Public Appearances in the Meeting Room, on the Platform, and on TV. New York: Newmarket Press, 1989. 223pp. (HM263 .B685 1989)

Carnegie, Dale. The Quick & Easy Way to Effective Speaking. Revision by Dorothy Carnegie of Public Speaking and Influencing Men in Business, by Dale Carnegie. New York: Pocket Books, 1977. 221pp. (PN4121 .C38 1977)

**Confident Public Speaking**, by Roko Paskov. Boulder: CareerTrack, 1988. Includes: 4 audiocassettes. (CASSETTE PN4121 .P17 1988)

**Confident Public Speaking**, by Roko Paskov. Boulder: CareerTrack, 1992. Includes: 2 videocassettes, 174 minutes. (VIDEO PN4121 .P17 1992)

Cook, Jeff S. The Elements of Speechwriting and Public Speaking. New York: Macmillan, 1989. 242pp. (PN4142 .C66 1989)

Cooper, Morton. Winning with Your Voice. Hollywood, FL: Fell, 1990. 166pp. (PN4162 .C66 1990)

Decker, Bert. "So You're Giving a Speech: How to Involve Your Audience." Supervisory Management, Vol. 36, July 1991, p. 5. (Periodical)

Decker, Bert. You've Got to Be Believed to Be Heard. New York: St. Martin's Press, 1992. 300pp. (P95 .D4 1992)

Deep, Sam, and Sussman, Lyle. Smart Moves. Reading, MA: Addison-Wesley, 1990. Pp. 22-53: "Deliver Powerful Presentations." (HF5549.5 .C6D37 1990)

**Delivering Successful Presentations**. Saranac Lake, NY: American Management Association, 1992. Includes: leader's guide and 1 videocassette, 28 minutes. (VIDEO HF5718.22 .D24 1992)

Detz, Joan. Can You Say a Few Words? New York: St. Martin's Press, 1991. 182pp. (PN4121 .D38 1991)

Detz, Joan. How to Write and Give a Speech: A Practical Guide for Executives, PR People, Managers, Fund-Raisers, Politicians, Educators, and Anyone Who Has to Make Every Word Count. Rev. and updated ed. New York: St. Martin's Press, 1992. 204pp. (PN4121 .D388 1992)

Dwyer, Edward J. "Lincoln's 'Gettysburg Address' and Your Presentation Skills." Training & Development Journal, Vol. 48, January 1994, pp. 17-19. (Periodical)

The Effective Speaker. Rancho Santa Margarita: Toastmasters International, 1980. Includes: 6 audiocassettes. (CASSETTE PN4121 .E44 1980)

Ehrlich, Eugene H., and Hand, Raymond, Jr. NBC Handbook of Pronunciation. 4th ed., rev. & updated. Cambridge: Harper & Row, 1984. 539pp. (REF PE1137 .E52 1984)

Ehrlich, Henry. Writing Effective Speeches. New York: Paragon House, 1992. 214pp. (PN4142 .E37 1992)

Einstein, Charles. How to Communicate: The Manning, Selvage & Lee Guide to Clear Writing and Speech. New York: McGraw-Hill, 1985. 116pp. (PE1628 .E35 1985)

Elsea, Janet G. "Strategies for Effective Presentations." Personnel Journal, Vol. 64, September 1985, pp. 31-33. (Periodical)

Executive Writing, Speaking, and Listening Skills, by Brook Taliaferro. New York: AMACOM, 1975. Includes: 6 audiocassettes and 1 workbook. (CASSETTE HF5718 .T3)

Ferrara, Cosmo F. "Lessons from the Stump." Government Executive, Vol. 24, September 1992, pp. 24-25. (Periodical)

Fletcher, Leon. How to Speak Like a Pro. New York: Ballantine Books, 1983. 261pp. (PN4121 .F53 1983)

Fuller, Linda K., and Shilling, Lilless M. Communicating Comfortably: Your Guide to Overcoming Speaking and Writing Anxieties. Amherst: Human Resource Development Press, 1990. Part 1: "Your Guide to Overcoming Speaking Anxieties," by Linda K. Fuller. (PN4121 .F84 1990)

Gilbert, Frederick. "The Technical Presentation." Armed Forces Comptroller, Vol. 35, Fall 1990, pp. 43-45. (Periodical)

Hannaford, Peter. "Why Off the Cuff Is Off the Mark." Nation's Business, Vol. 72, May 1984, pp. 28-29. (Periodical)

Hoff, Ron. "I Can See You Naked": A New Revised Edition of the National Bestseller on Making Fearless Presentations. Kansas City: Andrews and McMeel, 1992. 326pp. (PN4121 .H456 1992)



- How to Speak, How to Listen, by Mortimer J. Adler. Greenwich, CT: Listen USA!, 1984. 1 audiocassette. (CASSETTE P95 .A26 1984)
- Humes, James C. Podium Humor: A Raconteur's Treasury of Witty and Humorous Stories. New York: Harper & Row, 1985. 298pp. (PN4193 .I5H8 1985)
- Humes, James C. The Sir Winston Method: The Five Secrets of Speaking the Language of Leadership. New York: Morrow, 1991. 189pp. (PN4121 .H858 1991)
- Humes, James C. Standing Ovation: How to Be an Effective Speaker and Communicator. New York: Harper & Row, 1988. 219pp. (PN4021 .H86 1988)
- Humor...Speaking and You. Santa Ana: Toastmasters International, 1981. Includes: 4 audiocassettes. (CASSETTE PN4121 .H86 1981)
- Kaplan, Burton. The Manager's Complete Guide to Speech Writing. New York: Free Press, 1988. 174pp. (PN4142 .K36 1988)
- Kelly, Charles M. "SMR Forum: Effective Communications--Beyond the Glitter and Flash." Sloan Management Review, Vol. 26, Spring 1985, pp. 69-74. (Periodical)
- Kline, John A. Speaking Effectively: A Guide for Air Force Speakers. Maxwell Air Force Base: Air University Press, December 1989. 72pp. (PN4121 .K67 1989)
- Leeds, Dorothy. PowerSpeak. New York: Berkley Books, 1991. 294pp. (PN4121 .L22 1991)
- McCarthy, Edward H. Speechwriting: A Professional Step-by-Step Guide for Executives. Dayton: Executive Speaker, 1989. 121pp. (PN4142 .M34 1989)
- McGlynn, Mary. "Microphones: What You Don't Know Can Hurt You." Armed Forces Comptroller, Vol. 35, Spring 1990, pp. 35-36. (Periodical)
- Mambert, W.A. Effective Presentation. 2d ed. New York: Wiley, 1985. 309pp. (PN4121 .M319 1985)
- Martin, Dick. The Executive's Guide to Handling a Press Interview. Rev. ed. New York: Pilot Books, 1985. 47pp. (HD59 .M28 1985)
- Monkhouse, Bob. Just Say a Few Words: The Complete Speaker's Handbook. New York: Evans, 1991. 189pp. (PN4121 .M575 1991)
- Mooney, William, and Noone, Donald J. ASAP: The Fastest Way to Create a Memorable Speech. New York: Barron's, 1992. 170pp. (PN4121 .M586 1992)
- Paulson, Lynda R. The Executive Persuader: How to Be a Powerful Speaker. Napa: SSI, 1991. 170pp. (PN4121 .P316 1991)

Peak, Martha H. "Public Speaking for Fun and Profit." Management Review, Vol. 80, April 1991, pp. 51-53. (Periodical)

Peoples, David A. Presentations Plus: David People's Proven Techniques. 2d ed. New York: Wiley, 1992. 288pp. (HF5718.22 .P44 1992)

Poe, Randall. "You Said It, Sir Winston." Across the Board, Vol. 29, December 1992, p. 50. (Periodical)

Prochnow, Herbert V., and Prochnow, Herbert V., Jr. The Public Speaker's Treasure Chest: A Compendium of Source Material to Make Your Speech Sparkle. 4th ed. New York: Harper & Row, 1986. 623pp. (REF PN4193 .I5P711 1986)

Rasberry, Robert W., and Lemoine, Laura F. Effective Managerial Communication. Boston: Kent, 1986. Pp. 178-210: "Presentational Speaking in Business: A Four-Part Process." Pp. 435-446: "Appendix A: Sample Speeches." (HD30.3 .R37 1986)

St. John, Walter D. "Plain Speaking." Personnel Journal, Vol. 64, June 1985, pp. 82-90. (Periodical)

Speak Up with Confidence. Chatsworth: National Educational Media, 1985. Includes: 3 videocassettes, 30 minutes each. (VIDEO PN4121 .S67 1985)

Speaking Effectively, to One or One Thousand. Rev. ed. Carlsbad: CRM Films, 1992. Includes: 1 guide and 1 videocassette, 24 minutes. (VIDEO PN4121 .S654 1992)

"Speaking of Speaking..." Training & Development, Vol. 46, April 1992, pp. 19-27. (Periodical)

"Speaking with Authority." Training & Development Journal, Vol. 42, August 1988, pp. 14-18. (Periodical)

Staley, Hank. The New Tongue & Quill: Your Practical (and Humorous) Guide to Better Communication. Washington: Pergamon-Brassey's International Defense, 1990. Pp. 89-124: "The Tongue." (PN187 .S67 1990)

Stuart, Cristina. How to Be an Effective Speaker. Lincolnwood: NTC, 1989. 238pp. (PN4121 .S83 1989)

The Successful Communicator, by Earl Nightingale. Niles, IL: Nightingale-Conant, 1992. Includes: 4 audiocassettes. (CASSETTE PN4121 .N34 1992)

"A Survival Guide to Public Speaking." Training & Development Journal, Vol. 44, September 1990, pp. 15-26. (Periodical)

Sussman, Lyle. "Managing to Speak by Managing the Speech." Personnel, Vol. 65, December 1988, pp. 60-64. (Periodical)

Swets, Paul W. The Art of Talking So That People Will Listen: Getting Through to Family, Friends, and Business Associates. Fireside Book. New York: Simon & Schuster, 1992. 188pp. (BF637 .C45S87 1983)

Thomas, Susan G. "Dealing Successfully with Hecklers and Snipers." Business Horizons, Vol. 34, September-October 1991, pp. 64-67. (Periodical)

3M Meeting Management Team. How to Run Better Business Meetings: A Reference Guide for Managers. New York: McGraw-Hill, 1987. 216pp. (HF5718 .H69 1987)

Verbal Communication: The Power of Words. Rev. ed. Carlsbad: CRM Films, 1992. Includes: 1 leader's guide and 1 videocassette, 29 minutes. (VIDEO P90 .V428 1992)

Walters, Lilly. Secrets of Successful Speakers: How You Can Motivate, Captivate, and Persuade. New York: McGraw-Hill, 1993. 216pp. (PN4121 .W327 1993)

Walton, Donald. Are You Communicating? You Can't Manage Without It. New York: McGraw-Hill, 1989. Pp. 67-149: "Speaking." (P90 .W24 1989)

Wiegand, Richard. "It Doesn't Need to Be Dull to Be Good: How to Improve Staff Presentations." Business Horizons, Vol. 28, July-August 1985, pp. 35-41. (Periodical)

Wilson, John F.; Arnold, Carroll C.; and Wertheimer, Molly M. Public Speaking as a Liberal Art. 6th ed. Boston: Allyn and Bacon, 1990. 457pp. (PN4121 .W46 1990)

Woodall, Marian K. Thinking on Your Feet: Answering Questions Well, Whether You Know the Answer--Or Not. Lake Oswego: Professional Business Communications, 1987. 100pp. (HF5718 .W65 1987)

Yager, Tom. "Information's Human Dimension: Multimedia Technologies Can Improve Presentations Today." Byte, Vol. 16, December 1991, pp. 153-160. (Periodical)